

# **KALAMAZOO CHRISTIAN SCHOOLS**



## **Parent - Student Handbook**

Grades PreK - 12<sup>th</sup>

**2023-2024**

# KALAMAZOO CHRISTIAN SCHOOLS

## 12<sup>th</sup> Street Campus

Grades PreK- 8<sup>th</sup>

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Kalamazoo, MI 49009  
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## Stadium Drive Campus

Grades 9<sup>th</sup> - 12<sup>th</sup>

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[www.kcsa.org](http://www.kcsa.org)

Mr. Marc Verkaik	Head of School
Mr. Joel Netz	Middle School Principal
Mr. Dirk Walhout	High School Principal
Mr. Tyler Van Schepen	Elementary School Principal
Mrs. Meghan Van Lente	Curriculum Coordinator
Mrs. Cecilia Sebastiani	Spanish Immersion Coordinator
Mr. Brad Heethuis	High School Athletic Director
Mr. Kyle Mastenbrook	Middle School Athletic Director
Mrs. Stephanie Dyk	12th St. Campus Administrative Assistant
Mrs. Amy Fetterley	12th St. Campus Administrative Assistant
Mrs. Hannah Glerum	12th St. Campus Administrative Assistant
Mrs. Danielle Ludwig	12th St. Campus Administrative Assistant
Mrs. Sheryl Earley	Stadium Dr. Campus Administrative Assistant
Mrs. Toni Cramer	Stadium Dr. Campus Administrative/ Athletic Assistant
Mrs. Christine Augustine	Association Office Administrative Assistant

### **Office Hours of Operation**

7:30a - 3:30p Monday - Friday when school is in session  
9:00a - 12:00p Monday - Thursday during June and August

The offices are closed in July.

Dear Parents,

The Parent-Student Handbook provides KCS families with important information regarding the operations of the Kalamazoo Christian Schools at both campuses. Reading this handbook should help you understand who we are, what we stand for, and how our schools operate. It will also provide you with school policies and procedures that affect everyday life here at school. You should use it throughout the year as a reference. It is our hope that this handbook facilitates our partnership throughout the year and that it helps to define our school's relationship to God and the parent/student/Church community we serve. This is a living document and will be updated as needed.

School newsletters are sent home via email (12<sup>th</sup> St. campus, Fridays; Stadium Dr. campus, daily). Reading them carefully will also keep you informed of what's going on at school including important dates, school events, and announcements.

The faculty and staff of Kalamazoo Christian Schools stand ready to serve you. We ask for your prayers, encouragement, and support. Please feel free to call the school office whenever you have a question or concern.

Partnering with you,

The KCS Administrative Team

## **VISION STATEMENT**

To be disciples who transform the world.

## **MISSION STATEMENT**

Kalamazoo Christian Schools is an academically excellent Christian community equipping, inspiring, and challenging students to love and serve the world for Christ.

### **Academically Excellent**

Through dynamic programming provided by high-quality, certified teachers and staff, Kalamazoo Christian Schools enable students to achieve their God-given potential based on their gifts and abilities.

### **Christian Community**

The Kalamazoo Christian School community includes Christian families, teachers, staff, coaches, churches, faith leaders, and classmates.

### **Equipping**

Kalamazoo Christian Schools nurture students academically, emotionally & spiritually so they possess the necessary knowledge & skills to be productive, Christian citizens of this world.

### **Inspiring**

Kalamazoo Christian Schools ignite a passion within students by modeling Christ-like living and providing pathways for students to develop their talents and purpose.

### **Challenging**

Kalamazoo Christian Schools create stimulating environments & opportunities that stretch our students to reach their full potential.

### **Love the world for Christ**

Because of our love for Christ and His love for us, Kalamazoo Christian Schools encourage students to see others and the world through His eyes.

### **Serve the world for Christ**

We broaden students' experiences so they develop a heart for others and respond by serving in their spheres of influence with Christ-like compassion.

## **CORE VALUES**

Christ-Centered Focus  
Academically Excellent Environment  
Biblical Worldview Instruction  
Christian Faculty & Staff  
Caring and Welcoming Community  
Educating children of Christian families

## **FAITHLINES**

### **God Glorifying/God Glorifiers (The 1st & Great Commandment)**

Recognizing and honoring God with our thoughts, words and actions.

### **Kingdom Building/ Kingdom Builders (2nd Commandment)**

Using our head, heart and hands to build His kingdom. We know God's word is true (head), therefore we love our neighbors (heart), and serve our communities (hands).

### **Image Reflecting/Image Reflectors**

Valuing and respecting ourselves and others because we are all made in the image of God.

### **Justice Seeking/Justice Seekers**

Develop a biblical understanding of our broken world and, by following Christ's example, work to renew it.

### **Beauty Creating/Beauty Creators**

Because we are image bearers of a creative God, we have the ability and a longing to create. Using our God-given talents, we are able to reflect his beauty in all we think and do.

### **Creation Caring/Creation Carer**

We work to enjoy, protect, and restore God's creation.

### **Truth Pursuing/Truth Pursuers**

Being grounded in the Word of God and allowing it to direct our world view and discern truth.

### **Stewardly Living**

Our responsibility is to care for and wisely use all that God has placed under our earthly authority including our time, our talents and our treasures.

### **Faith Nurturing/Faith Nurturers**

Continuing to grow in God's word daily through reading devotions, studying the Bible and fellowshiping with believers to deepen the roots of our faith.

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## **WHO WE ARE**

Kalamazoo Christian School belongs to the *Kalamazoo Christian School Association (KCSA)* along with Kalamazoo Christian High School. KCSA is a parent owned and operated school system, not belonging to any one church or denomination. KCSA schools do not discriminate on the basis of sex, race, or ethnic heritage.

The Kalamazoo Christian Schools are not tax supported. Tuition accounts for about 83% of total operating costs. The Comet Fund Drive, church offerings, and private contributions help provide the balance. Tuition schedules are available upon request.

Kalamazoo Christian Schools is established and operated by Christian families in obedience to God's command to "nurture your children in the ways of the Lord." We believe God instituted the family, giving parents primary decision making and responsibility for a child's instruction so that His promise of redemption would be passed throughout the generations.

Our educational aim is to place God at the center of all that we do and teach. The whole child is educated to be Christian in all the God-created aspects of his/her life; spiritual, mental, physical, social, and emotional. As a child learns, each comes to know, to enjoy, and to serve God according to his/her God-given abilities. Each child is guided to explore all of the various dimensions of God's creation from a Christian perspective. It is this all-encompassing Christian perspective - or "world and life view" - that Kalamazoo Christian seeks to create and nurture. Though the historic roots of Kalamazoo Christian Schools lie with the Reformed and Christian Reformed churches in the area, today the Kalamazoo Christian Schools serve a wide spectrum of Christian churches with well over one hundred congregations represented.

## **SCHOOL AFFILIATION AND ACCREDITATION**

KCSA K-12 schools are members of Christian Schools International (CSI) and are fully accredited by CSI. CSI accreditation is reciprocal with Michigan Association of Nonpublic Schools (MANS) and Cognia. CSI acts as a service agency for approximately 440 Christian Schools representing 78,000 students and 5,200 teachers throughout the United States, Canada, and abroad.

## **STAFF REQUIREMENTS**

KCS provides a well-trained faculty and staff of committed Christians dedicated to implementing a distinctively Christian program. Each member of Kalamazoo Christian's staff is selected and empowered to serve toward that vision. All teachers must be active members in good standing of a Bible rooted Christian church and well acquainted with biblical integration philosophy. All teachers must be licensed by the State of Michigan and are required each year to meet all ongoing standards of KCSA Professional Development Policy.

Kalamazoo Christian School staff, from Administrator to teacher, custodian to aide, from

librarian to office staff, view their work not only as vocation, but as ministry.

## KALAMAZOO CHRISTIAN FACULTY AND STAFF DIRECTORY

### 12<sup>th</sup> STREET CAMPUS

#### Grades PreK - 8

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## STADIUM DRIVE CAMPUS

### Grades 9 - 12

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Williams, Dave	Maintenance Director	<a href="mailto:dwilliams@kcsa.org">dwilliams@kcsa.org</a>
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## SCHOOL POLICIES AND PROCEDURES

### ACADEMIC INTEGRITY

Demonstrating honesty and integrity is an important characteristic of Christian living, and establishing high expectations for students regarding academic honesty and integrity is a mark of an academically excellent program. Teachers are given the task to evaluate and provide accurate and insightful feedback on students' academic growth and development but are only able to do so when students produce truthful, authentic work of their own. Kalamazoo Christian School expects all students to demonstrate academic honesty and integrity at all times. The Academic Integrity Policy includes but is not limited to all school-related classroom assignments, tests, quizzes, reports, presentations, and projects to be completed both in and/or out of class.

Examples of academic dishonesty (cheating) include but are not limited to:

- Copying others' work (i.e. assignments)
- Offering one's own assignment to be copied
- Cheating on assessments
- Using technology to cheat (i.e. ChatGPT, PhotoMath)
- Forgery or Stealing
- Plagiarism

Plagiarism and cheating in their different forms are not the same as working in collaboration or cooperation with another student or group of students. Collaboration means working together to accomplish a learning task with permission from a teacher. Presenting another's words or ideas and passing them off as one's own is plagiarism.

Should a classroom teacher find evidence of academic dishonesty in student work and determine that a student has violated the Academic Integrity policy, the student will be subject to disciplinary action:

#### First Offense

- Academic Consequences:
  - Academic dishonesty on a daily assignment will result in a score of 0 (zero) for that assignment with no option to redo the assignment.
  - Academic dishonesty on a quiz, test, paper, project, or presentation will require the student to redo the work properly, and the assessment grade will be lowered two full steps (i.e. from a B to a D).
- Additional Consequences:
  - A restorative meeting with the teacher and student will take place.
  - Parents will be notified.
  - The incident will be noted in the student's cumulative file.
  - The student will no longer serve in leadership roles at school for the remainder of the semester.

#### Second Offense

- All of the above

- The student will lose additional school privileges which may include athletic eligibility and attendance at school-sponsored social functions.
- The student will no longer serve in school leadership roles for the remainder of the year.

#### Third Offense

- All of the above
- There will be a meeting between the parents, student, teacher, and administrator to discuss possible removal from the course.
- The student will no longer be eligible to apply for or serve in school leadership roles.
- Quarter grade will be lowered two full steps (e.g. from a B to a D).

#### End-of-Semester Assessments

- Academic dishonesty on an end-of-semester assessment (i.e. exam, final project, term paper) will be subject to all the consequences of a third-offense. In addition, the student will meet with the teacher and administrator to discuss academic repercussions, which may include but are not limited to:
  - Retaking the exam and a lower semester score by two full levels
  - Loss of credit on the exam
  - Loss of credit for the course

The teacher involved will notify the principal and parents, and the incident will be noted in the student's cumulative file. Repeated offenses during a student's high school career may result in suspension. Incidents deemed by the teacher(s) and principal as more serious in nature may also result in further and more serious consequences.

## **ACADEMIC SUPPORT**

The Academic Support Program provides additional academic support or intervention to students who consistently struggle to meet grade-level academic expectations and reach grade-level academic growth standards, particularly in the English/Language Arts and Math content areas. Students who have an official IEP or 504 Plan in place may also benefit from the ASP program. For a summary of the focus, philosophy, structure, and implementation of ASP see Academic Support program description main document.

**Kindergarten-** After the first nine weeks, students who are identified by their classroom teacher will be referred for evaluation for academic support. Students who are not meeting expected benchmarks will receive support. Parents will be contacted and a consultation will be available.

**First Grade-**students who have been evaluated in the spring of Kindergarten and were not meeting end of year benchmarks will be re-evaluated in the first week of first grade and will begin services within the first two weeks. If the classroom teacher finds additional students who need support, those students will be evaluated as well and if found below benchmarks will also be placed in the program. Parents will be contacted and a consultation will be available.

**2nd-4th-** Students who have previously been receiving academic support will be re-evaluated in the first week of school and if support is still needed, it will begin within the first two weeks of school. In addition, teachers can refer other students in the first two weeks

who have not previously received support. Those students will be evaluated as well and if found below benchmark, will also be placed in the program. Parents will be contacted and a consultation will be available.

**5th - 8th grades** - Academic Support in the middle school supports students academically by pre-teaching or re-teaching the academic content that students are learning with their teachers in the classroom. Academic support classes are formed by grade level, grouping students by their strongest area of need: math or language, and meet twice a week in the ASP classroom.

The middle school academic support teacher is also the point person for learning plans. Written learning plans list the accommodations that students who have identified learning disabilities need in order to be successful. They might be in the form of an IEP, 504 or KCMS Accommodation plan. The ASP teacher works with both students and teachers to help with accommodation implementation.

Student entry into the Middle School Academic Support Program is a joint decision based on test scores, teacher recommendation, parent/student agreement and administrative approval. Exit from the program is handled the same way, by group decision between teachers, parents and administration.

**9th - 12th** - Academic Support is also provided at the high-school level. High-School level ASP students will be identified through referrals from high-school teachers or consultations with middle-school teachers (for incoming freshmen), and a student's parents.

A student who has received services from the ASP program in earlier grades and is again referred by the classroom teacher has an option to be placed back into the program after consulting with the student's parents.

Academic Support Program teachers are to provide quarterly progress reports for each of their students.

## **ATTENDANCE**

Kalamazoo Christian School teaches students to be prompt, present, and prepared. A classroom is a learning community; students benefit from classroom experiences, and other students benefit from the participation of all. Therefore, students are expected to attend class regularly and to be in class on time. When a student is absent or tardy, he/she is responsible for any class work missed and must arrange with the teacher(s) to make up coursework. If a student is sick, the student will ordinarily be given the number of days absent to make up the work assigned during his/her absences (e.g. if two days are missed, two days are given to make up the work).

### **Maximum Absences**

Ordinarily, this policy limits the total number of absences (whether excused, unexcused, or a combination of both) from a class. Absences due to school-related activities (i.e. field trips, sporting events) do not count towards the total number of absences allowed per semester. It is a middle-school or high-school student's responsibility to check his/her Google Classroom link or contact the teacher to

determine what homework, tests or quizzes he/she needs to complete and to set up a reasonable timetable with the teacher for this to be accomplished.

### **12th Street Campus**

More than ten absences in a semester (excused or unexcused) are considered excessive and will generate a letter of concern to the parent. More than twenty absences in a school year will generate consideration of retention.

### **Stadium Drive Campus**

Ten absences per semester are considered excessive with 11 or more absences resulting in loss of credit for the class. Parents of high-school students will be alerted after the 6th absence from a class has occurred.

### **Unplanned Absences**

If a student must be absent because of illness or unexpected circumstances, parents are asked to notify the office by phone or email before 9:00am every day the student is absent. If contacting the office via email, please include the student's name, date of absence, and reason for absence.

### **Planned Absence**

Parents are responsible for alerting the school office of any planned absences (i.e. appointments, funerals, travel) as soon as possible. Parents are strongly encouraged to avoid taking vacations while school is in session.

### **12th Street Campus**

Pre-planned absences for vacations for students require a week's notice to the office. **Teachers may, but are not required to, provide work in advance.** Work provided in advance is due on the day of return. Students will be given the number of days of absence to make up work missed during the duration of absence.

### **Stadium Drive Campus**

Before the absence(s), students are required to complete a "Planned Absence Form." Forms are available in the office or online ([www.kcsa.org](http://www.kcsa.org)). In addition, students are expected to complete a "Planned Absence Homework Form" also found in the office or online ([www.kcsa.org](http://www.kcsa.org)). Students will be given the number of days of absence to make up work missed during the duration of absence.

Parents are strongly encouraged to avoid taking vacations while school is in session.

### **Partial Day Absence**

#### **Both 12th Street and Stadium Drive Campuses**

1. If a student arrives at school late or must leave early, he/she must stop in the main office to sign in and/or out. A parent must sign out a PK-8th-grade student.
2. If a student is gone for an appointment, he/she can sign him/herself back in upon return if able.
3. If a student becomes ill during the school day, he/she must report to the office before leaving campus. Parents will be notified of the student's illness

(and departure if a driver).

4. In order to participate in an extracurricular athletic event or contest, a student-athlete must be at and remain at school by 11:00am on the date of the event unless previous arrangements have been made with the school's Athletic Director.

## **Tardiness**

Students are expected to be at school and in class on time. Repeated tardiness demonstrates a lack of respect for the teacher(s) and the school. Persistent tardiness will result in disciplinary action.

### **12th Street Campus**

More than ten tardies in a semester (excused or unexcused) are considered excessive and will generate a letter of concern and warning to the parent. More than twenty tardies in a school year will generate consideration of a parent meeting.

### **Stadium Drive Campus**

After a student's 3rd tardy in a semester, his/her parents will be alerted; after a student's 5th tardy, he/she must serve a disciplinary detention. A tardy of 10 minutes or longer will be recorded as an absence. Detentions (40 minutes) will be served once per week beginning at 7:15am. Students and their parents will be notified when and if a student must serve a detention.

Continued excessive absences and/or tardies will generate a meeting with the parent(s) and may cause the school to consider its partnership in education with the parent as void.

[7 Reasons Why Being On Time Matters](#)

## **Closed Campus**

Kalamazoo Christian School operates as a closed campus. Any student arriving in the morning is expected to remain on campus until the school day ends. Students are not allowed to leave campus for lunch. The KCSA campuses--building and grounds--are closed to non-KCSA students during the school day. (Exceptions may be made for special visitors with permission from the school principal. All visitors must check in at the main office upon arrival.) Students are expected to leave campus immediately after dismissal on normal school days unless they are involved in school-sponsored, extra-curricular activities.

### **12th St. Campus**

Rules pertaining to the leaving of the school grounds are particularly important to the safety of all of our students.

1. Students who stay for after school activities may not leave the school property unless accompanied by a parent. *Students who stay must be in attendance at the event or activity, not in the halls or outside.*
2. Students may not leave school grounds with siblings or other adults during the school day unless parents have notified the office in advance.

## **2023-24 Withdrawal Policy**

Kalamazoo Christian School carefully plans for anticipated enrollment and is obligated to meet expenses that cannot be canceled when a student withdraws. For any student who withdraws for any reason, the parent(s) is/are responsible for the remaining tuition and fee obligations based on the following timeline and must notify the Enrollment Team at [enrollment@kcsa.org](mailto:enrollment@kcsa.org).

**The following Withdrawal Fee schedule will apply:**

- **January 1 – February 15** = No Fee
- **February 16 – March 31** = 1/12th of the Total Tuition
- **April 1 – First Day of School** = 1/10th of the Total Tuition Balance
- **First Day School – End of 1st Semester** = ½ Total Tuition Balance
- **First Day 2nd Semester – End of School** = Remaining Tuition Balance

### **Extracurricular Event/Contest Participation**

In order to participate in an event, practice, or contest, an athlete or co-curricular participant must be at and remain in school by 11:00am on the date of the event, unless previous arrangements have been made between the parents and the Athletic Director or Principal.

### **BAND AND CHOIR UNIFORMS**

Apparel for band and choir events will be determined by the band/choir directors or music teacher(s).

### **BIRTHDAYS - PARTIES**

#### **12th St. Campus**

1. Party Invitations: If the entire class or all of the students of the same sex are invited, invitations may be passed out at school. If the party is only for select friends, please do not distribute invitations at school. We want to avoid hurting children's feelings.
2. Birthday Celebrations at School: We love to celebrate our students' special days, but we encourage parents to make at-school celebrations simple. Simple treats for the class are preferred. Balloons and flowers cause undue distractions and for reasons of safety cannot be transported on buses.

### **BOOKS AND SUPPLIES**

Basic books are furnished by the school. Extra supplies and accessories should be purchased by parents or students. Students are responsible for caring for textbooks and library books issued by the school. Parents will be charged a replacement cost if books (or school loaned equipment) are lost or damaged beyond ordinary wear and tear. Every summer elementary and middle-school students receive a supply list for the grade they are entering. High-school students will be informed by individual teachers about the supplies they'll need for each individual class.

## **BUSSING**

The student's responsibility is the same while riding a KCS bus or riding a public school bus. It is important to cooperate with the driver so that he/she can concentrate on driving safely. The same standards apply to field trips and sporting event transportation. It is expected that bus riders will:

1. Treat school property, other riders and the driver with respect.
2. Obey the driver's instructions.
3. Students must keep their head and limbs inside the bus.
4. Be properly seated when the bus is in motion.
5. Keep voices at a reasonable volume (talking, not yelling).
6. Keep their hands and feet to themselves (no horseplay).
7. Put trash in trash cans.
8. Stay off the roadway at all times while waiting for the bus.
9. Be on time so schedules can be maintained.

### [SEE APPENDIX C](#)

*Students who do not comply with these rules will not be allowed to ride the bus for a period of time.*

## **CELL PHONES AND ELECTRONICS**

Engaging in positive, face-to-face social interactions is an important part of child development and building a school community; consequently, KCS has a "no phone zone" on both the 12th St. and Stadium Dr. campuses. In short, this means students will not be able to access their phones or any other supporting devices, including but not limited to, smart watches and bluetooth earbuds during the school day. Cell phones will be turned into a secure place in the classroom at the beginning of the day (12th St. campus) or class period (Stadium Dr. campus). Parents should contact the office to relay information to their students.

- Please refer to these documents for further information. [Letter to Families, Rationale, Implementation Plan](#), and [FAQs](#).

## **CHAPELS AND DEVOTIONS**

Worshipping God with community is an integral part of faith formation and is evidence of who we are as a distinctively Christian school. Though we may worship God through our work, we specifically set aside time to worship as a school community. Ordinarily, chapel services are led by students, teachers, or invited guests.

### **12th St. Campus**

Elementary students worship in chapel 2x a month and spend time singing and building community the other weeks. In addition, daily time is spent during 1st-period classes in classroom devotions which may include sharing, prayer, scripture reading, and devotional readings. Classroom prayers are also said before

lunch and dismissal.

Middle school students meet weekly either in a corporate 5th - 8th grade Community Worship time or in smaller Community Groups made up of 5th-8th graders and a teacher to have more in-depth discussions on faith formation topics.

### **Stadium Dr. Campus**

Students ordinarily attend chapel once per week.

## **COMMUNICABLE DISEASES POLICY**

[See Appendix B - Communicable Diseases](#)

## **COMMUNITY SERVICE (Stadium Dr. Campus only)**

The Community Service program at Kalamazoo Christian High School is an opportunity to use our God-given gifts to bless others by serving them in our community and beyond. Each grade has a minimum time commitment that is **EXPECTED** each year:

9th grade	10 hours
10th grade	15 hours
11th grade	15 hours
12th grade	10 hours

### **Guidelines**

- KCHS encourages students to volunteer & serve more than the expected number of hours.
- Students may begin counting their annual community service hours the summer prior to the upcoming school year, however, hours will not be “banked” for future years’ expectations.
- Service should be completed for a non-profit organization or an unrelated person in need.
- Students may not be paid or accept cash “tips” from the person or organization for whom they’re serving.
- Complete reporting of service hours for Seniors is due on the 1st Friday after Christmas Break.
- Complete reporting of service hours for Freshmen, Sophomores, and Juniors is due on the 1st Monday after Spring Break.

### **Documentation**

- In order to receive credit, the organization or individual whom the students serve, must submit a letter or email of confirmation explaining the nature of the service completed & how many hours were given to service.
  - If service is provided to a non-profit organization, then letters of confirmation should be on the organization’s letterhead/stationary.
- Documentation should be emailed to Sheryl Earley ([searley@kcsa.org](mailto:searley@kcsa.org)) or brought to the office for recording

## **CONTRABAND AND SAFETY**

Any contraband items in possession by a student, kept in a student locker, or observed on school property shall be immediately confiscated and turned over to the Principal. The Principal will notify the student's parents as soon as reasonably possible. Contraband includes, but is not limited to, items which are illegal or inherently dangerous to possess. Examples include illegal drugs, alcohol, marijuana, cigarettes, chewing tobacco, and any article which may be deemed a weapon by its design or use.

Other items which by their design or use are not appropriate in a safe ordered school setting, or which present undue liability concerns, may be excluded by the principal. Examples of excluded items are skateboards, ice skates, roller skates, and roller blades.

## **CRISIS MANAGEMENT**

We follow the state and federal guidelines as it relates to fire, lockdown and tornado drills. A copy of our crisis management plan is on file with the local authorities, and staff members are trained to handle various emergencies.

Should an emergency event (e.g. severe weather, fire, bomb threat, violence, gas leak) occur, and it is determined that students cannot re-enter the building, the following initial emergency actions will be taken:

1. Teachers will lead students to the pre-established evacuation site.
  - a. 12th St. Campus to 12<sup>th</sup> Street Baptist Church
  - b. Stadium Dr. Campus to Second Reformed Church
2. Students will be assembled under the direction of administration and the Crisis Response Team.
3. Parents will be notified; students will be allowed to leave the church only when permission is given by the administration or local authorities.

## **CURRICULUM AND CHRISTIAN PERSPECTIVE ON INSTRUCTION AND LEARNING**

Kalamazoo Christian School is intent on offering a robust, 21<sup>st</sup>-century, liberal-arts education which will prepare students for college and/or the workplace. Values and insights which represent a Christian worldview are integrated into all instruction. Teachers equip, inspire, and challenge students to practice the KCS Faithlines (p. 4) which lead toward deeper faith formation. Children are nurtured to know who God is which includes a study of the attributes of God the Father, Jesus as our example, and the Holy Spirit as our guide. From this study flows the desire to respond to who God is. Students are led to restore creation, social relationships, and their personal relationship with God in all areas of study.

## **DEMONSTRATIONS, PROTESTS, RALLIES**

Student-led or initiated demonstrations, protests, or rallies are prohibited on campus (and off-campus if using Kalamazoo Christian School's name or identity) unless first requested and approved by the building principal or the Board of Directors. Ordinarily, all requests must be submitted to the building principal or Board of Directors no less than one week before the planned event.

Kalamazoo Christian Schools recognizes that students' voices play an important role in civil discourse and sharing their thoughts & opinions on important matters is an important part of their human development. To that end, Kalamazoo Christian Schools desires to maintain a standard for student rhetoric that preserves and promotes positivity and respect for others within a Christian learning environment. The school reserves the right to decide what is proper and fitting for public discourse and will do so in light of the school's mission & vision statements & its core values. Requests that do not align with the school's foundational statements of belief or are affiliated with causes that may bring about substantial disruption, distraction, or substantial interference with the educational process or the orderly operation of the school will be denied. When students are out of compliance with this policy, they may be subjecting themselves to disciplinary action including but not limited to dismissal from the school.

## **DISCIPLINE**

A general principle in creating and developing healthy relationships is being respectful to one another. Students must respect the image of God in each person; respect the school's and other's property, and refrain from profane, vulgar, rude, and obscene talk or gestures. Jesus requires us to love our neighbor. This means that the way we treat each other should reflect the love of Christ.

Discipline is an essential element of Christian nurture. Christian parents and teachers use discipline to guide and direct the student. The goal of school discipline is to develop self-discipline on the part of the student. All students are expected to conduct themselves in a manner, which will reflect honor and glory to God. This will be evident in attitude, language, and behavior while in class, during practice and games, or attendance at these and other school-related or community activities year round. While total agreement about each rule is impossible, the staff and administration will do their best to apply discipline consistently and in a timely fashion while in close communication with parents. Since the goal of discipline is a change in attitude or behavior, it will always be accompanied by a discussion with the student aimed at helping him or her understand the need for change. The administration will follow school policy and Scriptural principles of love, compassion, and justice when administering disciplinary action and communicating with parents.

Generally, classroom discipline is the classroom teacher's responsibility. Discipline may be used for either of two major reasons: to ensure that the student concentrates on a learning task or to enable other students to focus on their work without distraction. The importance of proper Christian behavior also may be stressed by appropriate discipline.

Kalamazoo Christian School will not tolerate bullying, harassment, or violence. Swearing, name-calling, and crude language are not acceptable. When students behave in such a manner or use such language, parents will be informed. The faculty will work with students to help them see the importance of developing a Christian tongue and Christian behavior.

Elementary Discipline Rubric - [See Appendix E](#)

Middle School Discipline Rubric - [See Appendix F](#)

## **Suspension**

Kalamazoo Christian School defines suspension as a temporary hiatus from all Kalamazoo Christian School academic and extracurricular activities. Suspension not only includes exclusion from KCS' academic experience (no credit will be given for coursework assigned during days of suspension) but also the participation in and attendance at extracurricular events, including but not limited to athletic competitions, academic competitions, field trips, concerts, special programs presented off-campus and outside of normal school hours. Individuals who have been suspended from KCS who are found on KCS' property are trespassing and may be subject to prosecution. Lengths of suspensions will be determined by the administration on a case by case basis.

## **Expulsion**

Kalamazoo Christian School defines expulsion as permanent expulsion from KCS. Expulsion not only includes exclusion from KCS' academic experience but also the participation in and attendance at extracurricular events, including but not limited to athletic competitions, academic competitions, field trips, concerts, special programs presented off-campus and outside of normal school hours. Individuals who have been expelled from KCS who are found on KCS' property are trespassing and may be subject to prosecution. Principals will communicate with the Lead Administrator and Executive Committee of the Board the reasons for expulsions.

## **Non-Discrimination**

Kalamazoo Christian School policy prohibits discrimination on the basis of race, color, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, athletics, and all other school-administered programs. The Bible clearly states that parents/guardians are responsible for the training and instruction of their children. The Christian school exists to partner with parents/guardians in this God-given responsibility.

## **DRESS CODE (5th-12th grades)**

The purpose of a dress code is to help teach students to dress in a way that honors God and others. We seek to affirm the image of God in one another and to equip students with the positive practice of dressing appropriately for different situations. Dress in a manner that affirms you are made in God's image. Dress in a manner that is appropriate for one's biological sex. Dress in a manner that demonstrates respect for yourself and others. Dress in a manner suitable for an academic environment. Parents and students should think of school as a work environment, and parents are responsible for ensuring their students are dressed appropriately at school. Dress expectations are different in a work environment than they are at home or in many social situations. At KCS, all students are expected to exercise Christian modesty in apparel and grooming. Clothing should not attract undue attention, be suggestive, immodest, or promote a non-Christian lifestyle. Clothing is meant to cover, not reveal. Students should consider these expectations as a way to learn how to dress professionally and appropriately. If a student does not meet these reasonable expectations, he/she will then be asked to be in compliance with dress code expectations immediately. Should a student not be following dress code expectations, parents may receive

communication from a school representative.

**Dress code expectations and guidelines include but are not limited to the following:**

1. Wording on clothing (including hats) must not be offensive, refer to drugs, alcohol, or violence, or include sexual innuendo.
2. Footwear must be worn at all times.
3. Hats/hoods may not be worn in the school building. Students may wear hats outside for recess. There will be special spirit days where hats will be allowed. (5th - 8th grades only)
4. Jewelry - PE and Intramurals are highly structured and competitive at KCS. They occur year-round. The intensity and potential for physical contact during student competition is similar to interscholastic competition. Therefore, it is the policy of KCS to follow MHSAA standards for physical education classes, intramurals, and extracurricular practices and games. Those standards require that all jewelry be removed prior to the activity. Taping over jewelry is not allowed.
5. For girls:
  - a. Shirts and dresses must have a modest neckline.
  - b. No bare midriffs are allowed and no undergarments may show.
  - c. Spaghetti straps or off-the-shoulder tops are not acceptable. (Exceptions may be made for formal wear at dances).
  - d. Skirts and shorts must extend a length below the fingers of an extended hand.
  - e. Yoga pants, leggings or running pants can be worn under skirts, dresses or shorts that meet the dress code. Leggings, yoga pants, jeggings and slim fit. running pants may be worn at school with the following details:
    - i. Sweatshirts, dresses, shirts and tunics must cover the derriere, all tops need to come to finger-tip length - hands at sides
    - ii. Any shirt worn with leggings may NOT be tucked into the front of the leggings
    - iii. Please do not tie your shirt in a knot on the side
    - iv. Please be sure that the leggings do not have anything see-through above the knee
6. For boys:
  - f. Pants and shorts must be worn in such a manner that undergarments are not visible, regardless of movement.
  - g. Shirts must be worn at all times.
  - h. Sleeveless shirts are not allowed, except during P.E. and then only in the gym.

This dress code applies to all school activities, including athletic practices and games. Athletic uniforms are exempted from these regulations, and exceptions to these rules may include attire at special functions (i.e. the Prom to which strapless and spaghetti-strap dresses for girls may be permitted). The school administration reserves the right to decide what is proper and fitting in the manner of dress for school wear.

**DROPPING OR ADDING A CLASS (Stadium Dr. Campus)**

Students will have 5 school days at the beginning of each semester to drop or add a class without penalty. To drop or add a course, a student must obtain and complete a drop/add form from the Guidance Office. Before a drop or add is approved, the form must be signed

by the student's parents, the teacher(s) involved, and the registrar. Each student must be enrolled in six classes each semester unless special permission has been granted for an alternative schedule to be in place.

## [Educational Philosophy Statement](#)

### **ELIGIBILITY (Stadium Dr. Campus)**

Please consult the Kalamazoo Christian High School Athletic Handbook for academic-athletic eligibility guidelines. A link to the book can be found on the school's website, and a link is included in the high-school daily announcements and weekly newsletter. [Kalamazoo Christian Athletic Handbook 2022-2023](#)

### **EMAIL ACCOUNTS AND CHROMEBOOKS**

Use of KCS' wifi service is a privilege as is the use of a KCS-sponsored email account. As part of the Kalamazoo Christian Schools admission process, parents and students have agreed to follow a set of guidelines articulated in the *Acceptable Use Policy* as it applies to computer and wifi services provided at and by the school; students are expected to follow the guidelines at all times. In addition, at the beginning of their 5th grade year, each student is issued a Chromebook as part of the 1:1 computer program. These computer devices are technically property of the school but are treated as a lease-to-own arrangement with the students as they assume full ownership of the devices after graduating.

Students and parents are also expected to be familiar with the following:

KCSA Student Email Accounts:

1. Student email accounts are to be used only for school-related activity.
2. It is the responsibility of the student to protect his/her password.
3. Students may not transfer material that is illegal or subject to copyright laws.
4. Obscene, vulgar, bullying, harassing, or sexually explicit content is prohibited.
5. Students' email accounts are not private and may be subject to inspection at the discretion of the school Principal and/or Technology Director.

### **EMERGENCY CLOSINGS**

Announcements about our school closings will be given over local radio and TV stations (W/WMT) as well our website. Parents can sign up for a text or email alert through either their local television/radio or school email.

### **FERPA**

Kalamazoo Christian follows FERPA guidelines in dealing with Student Records and Information. Parents of enrolled students have the opportunity to: Inspect and review the student's education records; Request amendment of the student's education records; Consent to disclosures of PII, with certain exceptions; and File a complaint with the Family Policy Compliance Office at the U.S. Department of Education.

If a parent is interested in accessing this information, they must do the following. Contact the appropriate office with the specific request. Make an appointment to view the information with

the building principal. If changes are being requested, they must submit those changes to the appropriate office or building principal.

Educational records can be disclosed to school officials - teachers, principals, office personnel and other educational related individuals - without prior written consent for the purpose of providing a quality educational environment.

## **GRADES**

### **Evaluation**

Students in grades 1 - 12 receive report cards electronically at the end of each marking period (9 weeks) for all core subjects. (Specials/Encore courses issue grades at the end of each semester at the 12 St. Campus only.) Letter grades are used beginning in 5<sup>th</sup> grade. Kindergarten students receive report cards in January and June. Preschool families receive an assessment midway through the year. Parents with students in grades 5 - 12 have access to grades through FACTS at any time. The staff encourages parents to use this resource on a regular basis.

### **Exams**

#### **12th St. Campus**

Students in 7th and 8th grades should expect to take exams each semester for most classes. The semester exam grade counts for 10% of the final semester grade.

#### **Stadium Dr. Campus**

Students should expect to take exams each semester for most classes. The semester exam grade counts for 20% of the final semester grade. Seniors may be exempt from the exam in a second-semester course if they achieve one of the following:

1. Semester grade in that course of B+ or higher.
2. Semester grades in that course equal to or higher than their cumulative GPA.

Additionally, students must demonstrate consistent effort in their schoolwork and have no major disciplinary referrals during the semester. Exemptions are a privilege, not a right and are always awarded at the discretion of the classroom teacher.

### **Grading Scale**

<u>Grade</u>	<u>Percentage</u>	<u>Numeric Grade Equivalent*</u>
A	100 – 94	4.0
A-	93 – 90	3.6665
B+	89 – 87	3.3335
B	86 – 83	3.0
B-	82 – 80	2.6665
C+	79 – 77	2.3335
C	76 – 73	2.0
C-	72 – 70	1.6665
D+	69 – 67	1.3335
D	66 – 63	1.0
D-	62 – 60	0.6665
F	59 – 00	0.0

\*Used in computing cumulative grade point averages (GPA) at the end of each semester.

### **Incompletes**

An "incomplete" will be given if course work for a marking period has not been completed. An "incomplete" means that a student has not fulfilled the minimum expectations or requirements of the class. If missing work is not completed within one week after the end of a marking period, then the final grade for the marking period will become an *F* unless other arrangements have been made with the teacher.

### **Report Cards**

The academic year is divided into four, 9-week quarters (marking periods) and two semesters. Students in grades 1 - 12 receive report forms every nine weeks for all core subjects and at semester for each Special/Encore course. Letter grades are used beginning in 4<sup>th</sup> grade. At the end of each quarter, grades will be calculated and published in FACTS, the school's information system. Parents with students in grades 5 - 12 have access to grades through FACTS at any time. The KCS faculty and staff encourages parents and students to use this resource on a regular basis.

Kindergarten students receive report cards in January and June.  
Preschool families receive an assessment midway through the year.

### **Stadium Dr. Campus**

A student's cumulative or overall grade point average is calculated after each semester. Grades are averaged on a 4.00 scale and grades of all classes are used in the average. Only final semester grades are used to calculate the cumulative GPA. Quarterly, semester, and final report cards can be viewed (and printed) from FACTS. KCHS will not provide paper copies of report cards. Copies of year-end report cards will be available upon request. Students' final high-school transcripts will be kept indefinitely in the school's records.

## **GRADUATION REQUIREMENTS (Stadium Dr. Campus)**

Ordinarily, Kalamazoo Christian High School students are required to be fully enrolled in eight semesters of academic courses and earn 23 credits to receive a diploma. One unit of credit is earned with the successful completion of a class that is scheduled to meet five regular class periods per week for the entire school year. One-semester classes receive .5 units of credit.

### **Applied Arts (.5 credits required)**

Any course from the Applied Arts (Auto Mechanics, Graphic Arts, Pre-Engineering, Tech. I, Tech. II, Woodworking)

### **Bible (2 credits required)**

- One semester of Bible each year

### **Computers (.5 credits required)**

- Computer Applications (.5)

### **English/Language Arts (ELA) (4 credits required)**

- Freshman English (1)
- American Literature (.5)
- Speech (.5)
- World Literature (.5)
- Media Literature (.5)
  - Seniors must take either:
    - Advanced Composition (.5 ) AND additional ELA elective (.5)
    - OR
    - AP English (1)

**Fine Arts (.5 or 1 credits required)**

- Basic Art (.5)
- Choir (1)
- Band (1)

**Mathematics (2 credits required)**

- [Click here for information on mathematics course offerings](#)

**Physical Education (1 credit required)**

- Health/PE (1)

**Science (2 credits required)**

- Physical Science (1)
- Biology (1)

**Social Studies (3 credits required)**

- World History/1 credit
- U.S. History/1 credit
- Government/.5 credit
- Current Events (.5) OR Psychology (.5) OR Sociology (.5)

**GUIDANCE AND COUNSELING**

**Stadium Dr. Campus**

The high school counselor will periodically hold meetings with groups of students and with individuals relating to school, course selection, evaluation of work being done by the student, planning for college or career, contacts with the home, etc. Guidance also involves standardized aptitude and college entrance testing and scholarship information. Students and/or parents should feel free to contact the counselor at any time. (Additionally, any teacher on the staff is willing to advise a student, and the office personnel is happy to assist at any time to answer questions.)

**Counseling and Chaplains (all campuses)**

Counseling involves assisting a student to solve problems in spiritual, vocational, educational, social, and other personal areas. Through the counseling office and the chaplaincy program, KCHS is able to address a student's emotional needs and concerns from a distinctly Christian perspective. The school counselor and chaplains are resources available to students to help them navigate the sometimes murky and rough waters of adolescence. The interactions the counselor and chaplains will have with students may serve as a preventative, first-step approach to addressing students' emotional/mental health concerns and will always be held in strict confidence. Students may be referred to the counselor or a chaplain by a parent,

teacher, or peer. Should an issue reach a point beyond the counselor's or chaplain's skill set, then he/she will alert either school personnel, the student's parents, or refer the student to licensed mental health professionals. To be clear, these services are not a substitute for counseling/psychotherapy services conducted by licensed counselors, social workers, psychologists, or psychiatrists.

## **FIELD TRIPS**

Students will be transported to various events using KCSA bussing. Occasionally, parents may be asked to drive and transport other students to certain activities. Prior permission must be granted to ride with another parent. Children under five years old may not ride the bus on a field trip. (This is illegal without special safety restraint seats.) Parent signature on the Student Profile sheet gives KCSA permission to take kids on Field Trips and allows for emergency medical treatment.

## **HEALTH - MEDICATIONS - IMMUNIZATIONS - INSURANCE**

1. In accordance with state laws, the school and its personnel are not permitted to dispense any over-the-counter medication or prescription drugs without the written permission of a parent or guardian. Permission forms for dispensing medications are included with enrollment information. If a parent/guardian chooses to write a note, it must include the name of the student, name of medication, dosage, time to be administered, and duration of administration.
2. Students need to be fever free for 24 hours before returning to school.
3. PK-7th grades: Vision and hearing tests are given to students in alternate grades each year at no cost to the parent.
4. Student accident insurance is provided for every student. The insurance covers accidents or injuries which occur during the normal school day and school sponsored activities including official school athletic activities. *This policy is secondary to the family's regular health insurance*, meaning families must file first with their own health insurance provider before filing a claim with the school.
5. Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary immunizations or waivers, compliance may be required within a set deadline or the student may be removed. This policy is for the safety of all students and in accordance with State Law. The following immunizations are required or parents must submit a waiver to the school for exemption:
  - a. Diphtheria
    - i. Four (4) or more doses of DPT or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
  - b. Tetanus
    - i. One dose of Tdap, (if 5 years have passed since the last dose). Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry and every ten years thereafter.
  - c. Pertussis
    - i. Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
  - d. Polio

- i. Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- e. MMR (Measles, Mumps, and Rubella)
  - i. Two (2) doses are required. The first dose must be given on or after the first birthday. The second dose must be given at least 28 days from the first dose.
- f. Hepatitis B
  - i. Three (3) doses are required for all new entrants. The first dose must be given before a new student may enroll. The second dose must be given one month after the first dose, and the third dose must be given five months after the second dose.
- g. Varicella
  - i. Two (2) doses are required if received on or after the first birthday, but prior to the 13th birthday, or two doses administered at least 28 days apart if the child received the first dose on or after the 13th birthday. A parent's statement that the child has had chickenpox disease is sufficient documentation.
- h. Meningococcal
  - i. One (1) dose is required for students 11 years of age or older upon entry into 7th grade.

## **HOMEWORK**

Ordinarily K - 4 students are given enough time in school to complete most assignments. K - 8 homework will be assigned to build routine and responsibility in young students. As students progress through the grades they are expected to become responsible for more work and are expected to develop more efficient methods of study and organization. A student is responsible for completion of all assigned work. Excuses, other than medical, are unacceptable. Regular reading is important and should be encouraged by parents.

Kalamazoo Christian School endorses the "10-minute homework guideline." Students should ordinarily expect to complete 10 minutes of homework multiplied by their grade level (e.g. 1st graders = 10 minutes/day; 5th graders = 50 min/day; 8th graders = 80 minutes/day). Therefore, high-school students should expect 90 - 120 minutes of homework per day depending on their grade level. Students who have study halls may be able to complete a large portion of their homework at school during the school day.

## **HOT LUNCH**

### **12th St. Campus**

Hot lunch is available every day for students in the Young 5's-8th grade. A separate hot lunch is available on Wednesday and Friday for 5th-8th grade students. Orders must be placed monthly in advance using on-line ordering. Students eat in the classroom with their teacher. Participation in hot lunch is not required. Children may bring sack lunches. The school lunch program must be self-supporting, but is not intended to make money. The federal free/reduced lunch program is available for families with qualifying incomes in grades K - 5. Milk is available daily for all students at no extra charge.

### **Stadium Dr. Campus**

Ordinarily, hot lunch is offered to high-school students on Wednesdays of each week. The Hot Lunch program is operated by parent volunteers and is a "cash &

carry" format. Food is brought in from various local restaurants (e.g. Chick-fil-A, Dickey's BBQ, Great Wall, Subway) so the cost varies from week to week (\$3 - \$5). Additionally, students are often able to purchase pizza on Fridays in support of the trip to Costa Rica.

## **HUMAN DIGNITY**

Kalamazoo Christian School intends to provide its students and staff members with a safe and secure environment—one that is free from offensive behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, the school expects all people to treat each other with respect because they are created to reflect God Himself. KCS does not condone or allow harassment (cyber, emotional, sexual, physical, verbal, or written) of others by teachers, administrators, support staff, students, or other persons, both at school and at school events.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate authority. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator. An administrator's behavior should be reported to a member of the school's Board of Directors or Director of Human Resources. Each report will be given serious consideration. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of the person(s) being accused. Any person who is determined to have violated this policy will be subject to appropriate disciplinary action which may include expulsion (for students) and employment termination (for staff members).

Sexual harassment includes making unwelcome sexual advances; engaging in improper physical contact; making improper sexual comments; writing a note to someone else, either electronically or by hand, with content that may be construed sexual; or using words (written or spoken), pictures, objects, gestures or actions relating to sexual activity to create a sexually intimidating, hostile, offensive learning or working environment. Any other form of ridicule of others based on race, physical characteristics, ability, family background, etc. is considered harassment. Persons engaging in this behavior will be disciplined. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

### **Bullying**

Bullying can be physical, verbal, emotional, sexual, and/or cyber bullying. Bullying occurs over a period of time rather than just a single incident and there is an imbalance of power between the bully and the victim. All possible bullying incidents will be investigated by the school. When it appears that bullying has taken place, parents will be contacted. Bullies will be disciplined; students may be suspended for bullying and repeated incidents of bullying may result in expulsion.

KCS will not tolerate bullying. As a Christian community, we expect parents, teachers,

and students to work together to demonstrate respect, love, and care for everyone.

At KCS...

- we will not bully others.
- We will try to stand up for students who are bullied.
- We will work to include students who are often left out.
- We will tell an adult at school and an adult at home if we know someone is being bullied.

## **INTERIM - EXPLORATORIES - S.T.E.A.M. WEEK**

### **Grades 9 - 12 and Grades 5 - 8**

For one week in the spring semester, Kalamazoo Christian School engages students in an alternative learning experience (grades 9 - 12, Interim; grades 5 - 8, Exploratories) which supports our mission of equipping, inspiring, and challenging students to love and serve the world for Christ by facilitating opportunities for them to develop their unique interests, passions, and abilities. These experiences are designed to be more interactive; some activities may require students to be off-campus for some or all of the week. Some courses may require additional fees. Students are expected to enroll and complete an interim/exploratory course each year.

### **Grades K - 4**

For one week in the spring, the elementary school has STEAM Week. For part of the day, there are activities that focus on Science, Technology, Engineering, Art, and Math.

## **LIBRARY and ACCELERATED READER PROGRAM (AR) (12th St. Campus only)**

All students have weekly library access and may check out books. Books may be renewed by the library aide or the librarian. Fines may be assessed for late return of books. Lost books will result in replacement costs being assessed to the parent. AR program is used for students in grades 1st - 4th and each child is encouraged to earn as many points as they can each semester.

## **LOCKER POLICY**

Each school year, every KCA student will be assigned a locker for daily storage of school-related supplies (i.e. books, notebooks, backpacks, coats, etc.). Tastefully decorating lockers is permitted. Applying stickers of any kind on the inside or outside of a locker is prohibited. Students are expected to keep lockers clean and in good condition. Students should have all of their books, supplies, and personal items properly labeled with their names. KCS strongly advises students not to leave valuables of any kind or in their lockers. Valuables or large sums of money may be brought to the office for safekeeping. Should a student need to change from his/her assigned locker to another, he/she must inquire with the main office secretary. The school retains the right to inspect and search any and all lockers at any time for any reason.

## **LOST AND FOUND**

Any misplaced or unclaimed items found in or around the school should be turned in to the school office promptly. Students who have lost any items should check for them in the school office. All students' textbooks and personal property should be labeled so they can be quickly identified should they be misplaced. Periodically, lost and found items will be displayed on a table outside the main school office. Unclaimed items will periodically be donated to Second Impressions Upscale Thrift Store.

## **MOTOR VEHICLES (Stadium Dr. Campus only)**

Driving is a privilege and a responsibility, not a right. Failure to drive responsibly on or around school property may result in disciplinary action including but not limited to the loss of driving privilege. In order to remain in good standing, students are expected to honor the following guidelines:

1. Each vehicle a student drives to school must be registered with the main office.
  - a. Vehicle registration forms are included with the Back-to-School mailing each summer or can be obtained in the main office at any time.
2. The speed limit on campus is 10 mph. The speed limit applies to all vehicles entering, traveling through, and leaving the school parking lot.
3. There is no parking allowed in staff parking lots, in designated visitors' parking areas, or in Second Reformed Church's parking lot. (This applies only during the school day. These areas may be used in the evening during extra-curricular activities. Vehicles must be parked between the lines.)
4. Drivers are responsible for the behavior of their passengers and may be held accountable for their passengers' misbehavior in the vehicle.
5. Unsafe driving or failure to follow the school's vehicle policies may result in the suspension of student driving privileges for a period of time. Reckless driving (i.e. speeding, squealing tires, doing "donuts") are dangerous to pedestrians and property, and reckless drivers should expect disciplinary action.
6. Automobile accidents in the KCHS parking lot must be reported to the building administrator by all parties involved as soon as possible.

Failure to abide by the vehicle regulations may result in disciplinary action. Drivers and passengers may be held liable for any misbehavior.

## **[Multicultural Statement](#)**

## **NATIONAL HONOR SOCIETY (Stadium Dr. Campus only)**

National Honor Society (NHS) membership has been the true mark of student achievement for over 100 years, but it goes far beyond a report card. By empowering, championing, and recognizing well-rounded students, NHS provides schools with a values-based framework to elevate a culture of scholarship, service, leadership, and character. ([www.nhs.us](http://www.nhs.us))

The by-laws, policies, and procedures of the Kalamazoo Christian High School chapter of National Honor Society (NHS) are based on provisions articulated in the National Constitution of National Honor Society.

[National Constitution of NHS](#)

[National Honor Society By-Laws - KCHS Chapter](#)

## **PARENT - TEACHER CONFERENCES AND COMMUNICATION**

### **Parent - Teacher Communication**

Parents can expect regular and supportive communication from their students' teachers. Ordinarily, teachers communicate with parents by email, but they are willing and able to have face-to-face meetings should the need arise. KCS uses FACTS as its school information system. Because parents already have a FACTS username and ID, they can easily access their middle-school or high-school student's gradebook and attendance records. Please feel free to contact teachers or administrators by email or phone whenever you have a question, concern, or item of support.

#### **Grades PreK - 4**

Teachers will send home a weekly email about events in the classroom.

#### **Grades 5 - 8**

An email will be sent each week with highlights from the grade.

#### **Grades 9 - 12**

A daily email is sent to parents and students about high-school related activities.

#### **Offices**

A weekly email newsletter is sent home with news about school related activities.

### **Parent-Teacher Conferences**

#### **12th St. Campus**

K-8 Parent-Teacher Conferences will be scheduled in the fall and spring. Preschool conferences will be held in February. Other conferences may be scheduled at any time upon the request of the teacher or the parents. Parents are expected to attend all Parent-Teacher conferences scheduled. Student led conferences occur in the spring for students 6-8.

#### **Stadium Dr. Campus**

Parent-Teacher conferences are scheduled in both the fall and spring. Conferences follow a "cafeteria" model; parents may come to the gym and speak with as many teachers as they would like. In addition, parents are encouraged to email or call to request a conference with specific teachers at any time during the school year should they see a need.

### **Parent Concerns**

A unique aspect of an education at KCS is the collaboration between teachers, staff, administration, and parents. Although our roles are unique, we are all stakeholders in

the education of our children. If there is a concern with a faculty member, staff member, coach, or any other employee of Kalamazoo Christian School, parents and students are urged to meet with that person and communicate their concern in love after considering your thoughts for at least 24 hours. The purpose of the meeting should be to seek a mutual understanding and resolution regarding the concern. In accordance with Colossians 3:13, love and forgiveness should be the pillars of the meeting.

If a meeting does not bring about resolution, parents and/or students are invited to make an appointment with the appropriate administrator to discuss the concern. In addition, if there are concerns about a KCS program or policy, parents and/or students should address their concerns to the appropriate administrator. Gossip, slander, use of social media or any other form of expressing frustration to others has no place in a Christian community. The content of all meetings should be held in strict confidence.

## **PHYSICAL EDUCATION**

Every student is expected to participate unless a doctor/parent, in writing, says it is necessary to refrain from PE activities. Students should have a pair of tennis shoes. Students in grades 5 - 12 should follow dress code procedures. School issued clothing is available if necessary and upon request. Each student should have deodorant and shoes designated for gym use only.

## **PREGNANCY POLICY (Stadium Dr. Campus only)**

Human life is a gift from God that must be treasured and nourished. Even before an individual is conceived, God knows and loves that person. KCHS is committed to upholding and protecting the sacredness and sanctity of human life. In light of these truths, KCHS' faculty and staff will assist any female student navigating a pregnancy while maintaining success in school. The emphasis and focus of this concern will be as an expression of love, nurture, and support so that the girl and her family are able to make decisions within an atmosphere of Christian love and community.

Likewise, KCHS' faculty and staff will assist any male student who becomes the father of a child. The same support and concern will be shown to a high-school boy as a high-school girl. While most of the physical and medical circumstances are not applicable to a prospective father's situation, the goal of helping the boy and his family make responsible Christian decisions remains the same.

Kalamazoo Christian High School reserves the right to restrict both male and female students involved in pregnancies from participation in school activities. These decisions will be made by the school's administration in consultation with parents and medical personnel. All decisions will be determined on a case by case basis.

## [KCS Admissions Policies](#)

### **PROMOTION - RETENTION**

It is generally assumed that students, upon recommendation of the teacher(s), will be promoted at the end of each year. If retention is recommended by the teacher(s), and the principal is in agreement, a conference shall be held with the parent(s), teacher(s) and principal present. It is desirable that agreement be reached with the parents; however it is the duty of the principal to promote or retain.

### **PROMPOSALS**

Promposals, elaborately staged requests to be someone's date to a prom or formal dance, have become a trend in high-school culture across the country. In recent years, KCHS students have also embraced the promposing practice.

While Kalamazoo Christian appreciates the cute, clever, and creative ways students invite each other to certain school-sponsored events, often these grand, public gestures bring unnecessary and unwanted attention to individuals when they happen at school.

In order to avoid these potentially uncomfortable and disruptive situations, K-Christian is expecting students to perform their promposals off campus this spring and in the future.

### **RECESS**

Students will be expected to go outside for recess (intramurals for Middle School) during the course of the school year. Students will stay inside only if the weather is deemed inappropriate or puts children at risk (generally if temperatures or wind chill are below zero.) A child must have a good reason, accompanied by a note from his/her parents/guardians, to stay inside.

[Appendix A: Playground rules and Expectations](#)

### **RESPECT FOR PROPERTY**

Students are expected to treat all property, whether it belongs to the school or to another student, with respect. Damaged or destroyed property will be repaired or replaced at the student's expense.

### **SCHOOL HOURS**

Classes begin at 8:00am and conclude at 2:50pm. Students should arrive at school no earlier than 7:30am and leave school no later than 2:55pm, unless they are involved in extracurricular activities before and/or after school.

### **SCHOOL SAFETY**

A number of procedures and policies have been put into place to help the school manage student safety effectively. It is important that parents and students comply with these procedures. Everyone entering the school during school hours must use the main lobby

entrance and check in at the office. Students who leave the building during the school day are expected to check out at the office.

### Safe School Practices

The KCSA Critical Incident Management Procedure Manual has been created to establish procedures that outline employee and student responsibilities in response to critical incidents that may occur on or near school property. During a crisis situation the school may be locked to all visitors and the phones may be reserved for official business only. Parental cooperation is a vital part of keeping students safe during a critical incident.

## SHOES

### Young 5s - Grade 4

To protect the carpeting, students are required to have two pairs of shoes--one for indoor use and the other for outdoor use. Students should wear their outdoor shoes to and from school, changing into their indoor shoes while inside. These do not have to be expensive shoes! *Velcro ties are strongly recommended for pre-tying age students.* Special arrangements for students with extraordinary needs (custom orthotics, etc.) may be arranged by contacting the principal.

## SNOW DAYS

Snow days will be posted on W/WMT, school website, and sent via email to teachers.

After the 3rd snow day (whether consecutive or not), teachers/students will be moving into an e-learning environment. This will be asynchronous (not live stream) learning. Teachers will have work posted by 10 am. Teachers will use available technology, including but not limited to Google Classroom, email, edmodo, class websites, etc to communicate with guardians/students. In this communication, the teachers will post class assignments, homework, ideas that can be completed at home.

In these cases, school days will become e-learning days. While these days do not replace the depth of content or experience in the classroom, they can act as a substitute to not extend the school year into either other non-school days or summer vacation. Students will be responsible for checking and completing assignments with the expected turn in due as laid out by the teacher. Teachers may choose to communicate with students prior to these set days and students will be responsible for the work that is assigned. As a result, no make up days will be needed if we exceed the maximum allowed by the state.

In the event of early dismissal, our buses will be called, and upon arrival, students will be dismissed. In the event of cancellation due to snow, the announcement will be placed on the news by 6:45 am.

## SPANISH IMMERSION

In Spanish Immersion classrooms at Kalamazoo Christian, students receive all classroom content instruction in Spanish. Our goal is for our students to achieve native-like fluency in

Spanish by learning the target language in much the same way they learned their native language—through meaningful and immersed communication. The curriculum and classroom structure of the immersion classrooms mirrors that of our English classrooms, except that it is delivered in Spanish. Formal English instruction will begin during the third grade year once Spanish literacy has been well established. This instruction will focus on the skills that do not naturally transfer from Spanish to English and will be implemented in increasing time increments each year. The program is designed to guide students to full proficiency in both English and Spanish language arts.

The immersion program begins in preschool and continues through fifth grade. After fifth grade, students will enter the secondary continuing phase in which they will take some of their courses in Spanish, to continue to build fluency and learn new academic vocabulary, while the other portion of their day will be in a traditional English classroom.

Students entering High School, who have successfully completed the K-8 program and have passed the proficiency test, will enter into the Western Michigan University program to complete their immersion education. Students will become dually enrolled at WMU and follow the education track provided.

Enrollment: Any family with children in preschool, kindergarten, or first grade is welcome to enroll their children in the Spanish immersion program.

## **STANDARDIZED TESTING and PROGRESS EVALUATION**

All students grades 2 - 10 take the Northwest Evaluation Association (NWEA) MAP test twice, in the fall and spring of each year. They are evaluated in Math, Reading and Language skills. (A Science sub-test is also given in grades 5 and 8.) At times a winter NWEA testing regimen may be used to provide more data for academic progress. Parents will be informed of the results of this testing via parent/teacher conference, letter, report card or other available means. K-8 students do not participate in MEAP tests, as the MAP test relates closer to our educational testing goals. Michigan Literacy Progress Profile (MLPP) assessments are used K-1.

### **Stadium Dr. Campus**

- PSAT National Merit Scholarship Qualifying Test (NMSQT) is administered during the Junior year of high school. (Sophomores may take the test for practice if they desire.)
- Ordinarily, students complete the ACT and/or SAT college entrance tests during the Junior year of high school.
- The College Board Advanced Placement (AP) tests in Biology, Calculus, and English Literature are administered each May.

## **STUDENT ACCIDENTS ON CAMPUS**

Every accident in the school building, on school grounds, at practice sessions, or athletic events must be reported to the office as soon as possible. Where personal injury is involved and reported, a student accident form must be completed and filed. Automobile accidents

in our parking lot must be reported to a school administrator by all parties involved.

Kalamazoo Christian School provides supplemental insurance to families in personal injury situations. Contact any office for further information and details.

### **STUDENT COUNCIL (Stadium Dr. Campus only)**

The purpose of the Student Council is to provide leadership opportunities for and to be concerned with matters of school life, which affect all students. The Student Council serves as a liaison between the students and the professional staff. It is also responsible for school functions such as student-planned activities which promote school spirit.

One becomes a member in Student Council upon the completion of the nomination procedure as established by the Student Council and approved by the Faculty, and is elected under the procedures prescribed by the Student Council By-Laws.

Officers of the Student Council are elected each spring: President, Vice-President, Secretary and Treasurer. Freshmen representatives are elected in September.

### **STUDENT PICK-UP/DROP-OFF PROCEDURES (Grades PreK - 8)**

Students may only be dropped off on the east side of the 12th St. building. During the morning drop-off, parents must follow the loop (counterclockwise) and drop their students on the curb side near the entrances. Passing other vehicles is not allowed. Drivers must wait for those ahead to unload and move on. Drivers pull up all the way to the vehicle in front of them and students may unload anywhere along the front entrance. Parents who choose to park must accompany their children across the loop to the portico area for safety.

During the afternoon pick-up, no loop traffic is allowed. All PreK - 4 parents must park and come to the school to receive their student(s). This is to ensure safety and avoid having students running or walking unattended in the parking lot. The west loop is reserved for bus pickup/drop-off only. In 5th - 8th grades, parents park in the MS parking lot and students may walk to their vehicles. Teachers are on duty to ensure safety.

*Procedures follow one golden rule; safety comes before all else.*

### **STUDENT PLACEMENT (12th St. Campus only)**

Each year in the spring the teaching staff devotes a significant amount of time developing class lists for the following year. It is a team effort and done with great care and prayer. We carefully balance classes according to several factors including: boy-girl ratio, academic performance, social-emotional development, separation of children who do not work well together, students' work habits, reading ability, etc. We make every attempt to place each child in an environment which encourages the best growth spiritually, academically, socially, and emotionally.

Parents can request special consideration for their child's placement only if there are extenuating circumstances. Legitimate reasons for special requests in placement may be unique social or emotional needs in relationship to other students, especially those of which

the school may not be aware. Requests for a specific teacher will not be considered; please focus on the concern for your child.

## **STUDENT RECORDS**

### **Transcripts**

A transcript of a student's grades will be provided free upon request to the parent/guardian of any student or to any student who has reached the age of 18. The transcript includes the full 9-12 record of grades plus results of standardized testing.

### **Release of Records**

KCS will release the entire cumulative folder (contents include but are not limited to grades, standardized test results, attendance records, behavior records, and medical information) to another school only upon the written request of another school. No school records, other than the transcript defined above, will be released to a student's parent/guardian or any agency other than another school.

Cumulative record folders are open to inspection by parents or students. Parents must contact the office and set up an appointment to view cumulative records. Student records are held under strict confidence and are securely retained by the school indefinitely.

## **SUBSTANCE ABUSE**

Kalamazoo Christian School expects its students to abstain from any use of alcohol, e-cigarettes, mood- or mind-altering chemicals, performance enhancing drugs (PEDs), tobacco, vaping products, and any other illegal substances. Possession, use, or trafficking of any prohibited substance at any time on the school property, buses, at school-related activities, or while traveling for school-related activities is not allowed. Offenses, including pictures & comments posted on social media websites which indicate usage or possession, may result in suspension and the temporary loss of privileges including but not limited to participation in extra-curricular activities and/or other school-sponsored activities. Additionally, a student who has violated these expectations may be required to participate in mental health or substance abuse counseling at the student's, parent's, or guardian's expense. Repeat offenses may result in additional disciplinary measures including but not limited to expulsion.

Kalamazoo Christian School reserves the right to search personal property, including but not limited to students' apparel and backpacks, lockers, and vehicles upon reasonable suspicion. Furthermore, Kalamazoo Christian School reserves the right to consult with local law enforcement agencies or employ a private detection company to assist in determining the presence of prohibited or illegal substances on campus. Students are expected to fully cooperate with searches of personal property, lockers, and vehicles. When tobacco, illegal substances, weapons, or other prohibited items are found, the driver of the car, owner of the book bag, or student assigned to the locker will be held responsible for being in possession of the item. The administration reserves the right to conduct proper assessments including

an alcohol breath analysis, urine sampling, or referral to a professional assessment which will occur within 48 hours of the referral.

Students involved in alcohol or substance abuse offenses at any time, day or night, in any place (on or off campus) year round will be restricted in their participation in school functions requiring a high level of responsibility, including but not limited to athletic participation, field trips, Close-Up, Senior Trip, Grad Bash, PAK-sponsored activities, etc. The level of restrictions will depend on the offense and the reaction of the student and will be determined by the school administration and parent/guardian input.

## **TECHNOLOGY**

All technology guidelines must be followed in order to maintain the privilege of using a school-supplied device. Parents are required to review and accept the technology responsible for use expectations each year as a part of the enrollment process.

**Mission** - By integrating technology into education, the Kalamazoo Christian Schools (KCSA) will continue to prepare students with the knowledge, skills and a Biblical vision for life for the advancement of His kingdom in an ever-changing world.

**Vision** - KCSA seeks to create a Christian culture in which students and teachers learn and innovate together.

**Goals** - The following goals are used to measure the success of the program:

- To show students how they can honor God through responsible use of technology
- To ignite passions through a context of innovation
- To show students that they are a part of God's global kingdom
- To model and encourage Christ-like communication among students, staff, and parents.
- To prepare students to answer His calling for their future

Paired with state and national technology standards, these goals will help guide our 1:1 Program and enable KCSA to assess strengths of the program and how to adjust the program to address any weaknesses.

**Responsible Use** - A student, parent, or teacher demonstrates responsible use of technology by taking care of their equipment, protecting access to private or personal information, and using technology in ways that are morally, ethically, and legally honoring to God and their peers. Responsible use is also a designation that will require ongoing conversation and evaluation on the part of the school and the families, though some considerations do include:

- Choosing appropriate online identities and activities
- Considering the content of pictures and other media that is posted
- Maintaining the privacy of personal information such as location, contact information, or schedules
- Respecting others by not mocking, insulting, maliciously criticizing, or otherwise bullying someone else
- Reporting abuses of this policy, and not forwarding malicious, harmful, or otherwise inappropriate material on to others

**Digital Footprint** - Today, an individual's digital footprint is an important item to actively manage and protect. A digital footprint is a collection of every post, picture, comment, or other activity of an individual. What seems to be an innocent joke or comment now can be mistaken later as inappropriate. All students, parents, and staff are expected to:

- **Protect passwords** – these are often the single key to your most personal and private information such as e-mail accounts, social media accounts, gradebooks, and banking. If you believe that your password has been compromised, be sure to change it immediately, or contact Technology Staff for assistance.
- **Personal Safety** – When communicating with people whom you have only met online, or otherwise do not know, do not share personal information such as home address, phone number, or location.
- **Privacy** – E-mail, messaging and other communication forms should be considered no more private than a postcard. Files accessed on school computers or networks, as well as school-provided email are generally private, however, the school (KCSA) and Technology Staff have the right to monitor, inspect, copy, or review data and accounts at any time without prior notice. Any and all usage of computers, mobile devices, networks, and internet access are available for review by the school. All information stored or transmitted on the school network is the property of KCSA and no user shall have any expectation of complete privacy regarding such.
- **Online Etiquette** – Parents & students are expected to follow guidelines described in the Responsible Use Policy in the school handbook. It is expected that parents and students refrain from language that includes swearing, vulgarities, suggestive, obscene, belligerent, or harassing language. To maintain a positive digital footprint parents and students should use language and behavior that is representative of their faith and is God honoring.
- **Online Content Creation** – including, but not limited to blogging, podcasting, social media platform and discussion boards. Parents and students should only post content or comments that follow the online etiquette guidelines above, as well as the Responsible Use Policy. Whether the comments are posted at school or at home, if they are inappropriate in the classroom, they are inappropriate in all online content. School-related online platforms will be monitored by school personnel and any inappropriate content will be deleted. Please refrain from linking to websites or news articles without verifying that they are appropriate for a school setting.
- **Photos and Videos** – Ask permission! Students are not to take photos or videos without the consent of the teacher or students being photographed or otherwise recorded. It is a reasonable expectation in our 21st century world that usage of electronic devices and/or cameras will occur in classroom activities.
- **Plagiarism/Copyright/Licensing** – Plagiarism is the act of taking someone else's work and marking it as your own. Students are expected to properly cite all resources used in projects or assignments.

Though they do not form a digital footprint, the following expectations will help ensure a successful program:

- **Proxies/Filtering** – Attempting to get around the content filter (using proxies or otherwise) is prohibited and is a direct violation of this agreement. Students may request Technology Staff to have content unblocked if it is deemed appropriate.
- **Malicious Use/Vandalism** – Any malicious use, harm, or disruption to the school's

network, internet services, or equipment is a violation of this agreement. Students are expected to respect and care for equipment, including their device as well as technology belonging to their peers.

- **Classroom Expectations** – Expectations in the classroom may change from teacher to teacher, or even class to class. Failure to comply with directions given by a teacher with regard to devices or websites during a class is a violation of this agreement.

### **Expectations for care and storage of Technology Devices**

- There are no user serviceable parts within the devices and therefore students and/or parents should not attempt to open or otherwise gain access to the internal parts of the equipment.
- If your device is damaged or non-functioning, a temporary device may be provided while the original device is repaired or replaced.
- Always know where your equipment is. At school keep it with you in your bag; if you are on an athletic team lock it in your locker or your vehicle during practices or contests. Unattended or forgotten devices will be collected and stored in the school office.
- Equipment should be kept away from liquids. Do not soak or spray the device to clean it; it is best cleaned with a microfiber cloth or other soft and dry cloth. A device case is helpful to protect a screen from scratches or breakage.
- Though scratch resistant, screens are not scratch proof. Keep them away from sharp objects, or objects such as pens, pencils, watches, or car keys that may have a sharp edge.
- Do not stand on, throw, slide, or toss your device!
- Each device has a serial number that will be used to assign the devices to students, in addition, students must log on to the devices using their school comets email.
- Students are expected to bring the device to school each day with a full charge. Parents are encouraged to establish a public charging station within the home where the equipment can charge overnight. A fully-charged Chromebook will last the full day, so the power supply can be left at home.
- Devices have a limited amount of storage space. Students may be permitted to load their own applications, music or movies, but such personal content must be deleted if it interferes with school-required applications or textbooks.
- Since the device will be owned by the user after four years, students may personalize their device with stickers. School-issued labeling should not be removed from the device.

### **Distribution**

- This agreement must be authorized during the registration process before a student will be issued a personal device.
- Students will be assigned a unique and individual device that typically will remain assigned to them for four years, or until the student leaves the school (whichever is first).
- A portion of Tuition incorporates a Technology Fee for support of our 1:1 Program. Upon completion of four years of tuition payments (usually grade 8 or grade 12), the device will become the personal property of the student/family and can be released from school control. Students who graduate or depart from KCSA

before paying in to the program for the full four-year period will need to return the device to school before they leave.

- The Technology Fee portion of Tuition must be paid every year by every student whether or not a student also wishes to use an alternate device (Bring Your Own Device or BYOD). Any situation requiring special arrangements must be approved by the Director of Technology and Administration.

### **Lost, Damaged, or Stolen Devices**

Tuition and technology fees cover the expense of the device PLUS associated hardware, software, and infrastructure support. The school provides each device with warranty coverage for two accidental damage claims. Accidental damage claims cover such things as broken screens or hardware. Each accidental damage claim is subject to a repair fee of \$50 which is the responsibility of the student and/or parent assigned to the device (the device must be turned in along with the service fee in order to start the repair). Note that warranty repair means you will be receiving a refurbished device in return (this avoids delays of waiting for repair of the original device). More than two claims on a device for a student will require payment of the full repair expense (usually \$125 and up). If a device is lost or stolen, the replacement cost is the full responsibility of the parents.

## **VISITORS**

### **Stadium Drive Campus - Student Visitors**

Any student wishing to host a guest (i.e. family member, prior KCS student) must ask permission and make arrangements with the High-School Principal at least 24 hour prior to the visitation.

### **12th Street Campus - Student Visitors**

Students or others wishing to visit the 12th Street Campus should meet the following criteria:

1. Contact the classroom teacher or office one day in advance.
2. Must have parental approval that is given to the office.
3. Students should sign in at the office upon arrival

### **Adult Visitors**

Adults (18 years of age or older) must come to the office to register and sign in to be allowed to move about the building.

## **WEAPONS**

Weapons of any kind are not allowed in the building or anywhere on the school grounds at any time. The term "weapons" refers to firearms, bombs, silencers, knives with blades over three (3) inches, double-edged non-folding stabbing instruments, switchblades, brass knuckles, black jacks, slingshots, billy clubs, bludgeons, metallic knuckles, sand club, sandbag, a taser or stun gun, or any other article carried or possessed for use as a weapon such as a tire iron, or baseball bat carried for purposes of assault or defense. The term "firearm" means (a) any weapon (including a starter gun) that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

A non-school related object can have the potential to be utilized as a weapon. Examples of such objects are small pocket knives, razors, razor knives, box cutters, mace and pepper gas. Although these objects are not illegal per se, they can be dangerous, and, therefore, they do not belong in any school setting except as authorized as part of an instructional program. The law requires Kalamazoo Christian High School to inform the local law enforcement agency if a weapon is found in a student's possession.

### **Procedure**

Students in possession of a weapon, firearm or other dangerous object or students who use an object as a weapon while in attendance at school or a school activity or while enroute to or from school on a school bus may be suspended from school\*. A follow up meeting will be scheduled at an appropriate time to discuss next steps after consultation with appropriate individuals. A report will be made to the Lead Administrator and the Executive Committee of the KCS Board of Directors.

A determination that a student violated the school's Weapon Free School Zone policy could result in expulsion unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. That the student did not knowingly possess the weapon.\*
3. That the student did not know or have reason to know that the object or instrument possessed by the student constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of, school or police authorities.

\* When an administrator knows from the outset that one of the above four points is clearly evident, he/she can decide to waive or decrease the suspension.

### **Threats**

If a student makes a direct threat against a person – or a direct threat against a school building, the student may be suspended. This threat could be verbal, written, or on social media. A follow up meeting will be scheduled at an appropriate time to discuss next steps after consultation with appropriate individuals. A report will be made to the Lead Administrator and the Executive Committee of the KCS Board of Directors.

Non-direct threats, implied threats, or rumors of threats could result in suspension. A suspended student may return to school when it is deemed safe that includes but is not limited to the following:

- Confirmation with law enforcement (in the event of direct threats or as determined by administration)
- Confirmation with professional counselor
- Clear probationary expectations from administration that are contracted with parents and student

### **Reporting**

If you notice a student who is making a threat to themselves or someone else either in person or online, please contact any office or **Ok to Say** at <http://www.oktosay.org>.

## **WEATHER**

### **Tornado Watch OR Warning**

1. Students WILL NOT be dismissed early from school to go home. All students will remain at school until the normal dismissal time for a tornado watch. If parents come to school to pick up their child/children during the watch, students will be released to them. This will be an excused absence. During a tornado warning, students will be moved to designated areas and kept there until the warning is lifted.
2. When and if buses arrive from Kalamazoo Public Schools to transport student's home from KCS, those students will be released.
3. For students involved in sports, KCS policies require that all conference games or contests and practices be canceled in the event of a severe thunderstorm or tornado warning. All athletic activities, including practices, will be suspended at the time of the official notification of severe weather. Students will be allowed to enter the building for safety precautions and/or allowed to contact parents for rides.

## **Appendix A: ELEMENTARY PLAYGROUND RULES & EXPECTATIONS**

### **Soccer Field**

- No slide tackling.
- No climbing on or in the nets. (Students will be told to leave the soccer game.)

### **Monkey Bars**

- No standing on top.

### **Spider Web**

- No standing on top.

### **Uneven Bars**

- No flipping off without holding the bar.

### **Swings**

- Do not swing into other students intentionally.

### **Slides**

- Students may not stand on the side to climb back up to the top.
- Students must not climb back up the slides when others are coming down.\

### **Kick Ball**

- Students must remain behind the pitcher until after the kicker kicks the ball.
- 4 fouls is an out.

### **General**

- Kicking balls against the classroom wall is not allowed. (Tennis balls ok)
- Students may not play with sticks.
- Students may NOT go into the long grass on the far side of the playground.
- No climbing on any fence.
- Please do not bring toys from home.
- No eating outside (unless the teacher arranges it and lets the recess duty teacher know).
- Students may NOT go back into the school unless an adult says they can.

## **Appendix B: COMMUNICABLE DISEASE POLICY**

### **LICE CONTROL**

KCSA has a no-nit policy. Any student or staff member found to have nits or live lice must return home and cannot continue in class or at work. Students who may have lice will be checked by an office staff person and/or nurse consultant. Upon confirmation of the presence of nits or lice, parents will be contacted. Advice will be provided as to how to deal with the problem.

Upon discovery of lice on a student, all students in that child's class will be checked as well. A letter will be sent home with each student informing parents in the affected class of the presence of lice (no name will be given). Where practical, students riding the same bus will be checked and the bus will be sprayed/cleaned. Lockers and clothing may also be checked.

All students and staff who have had lice must be inspected before reentry into school.

### **COMMUNICABLE DISEASE CONTROL POLICY**

1. The Kalamazoo Christian Schools will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases in their schools.
2. The principal will remove a student who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.
3. The principal may remove students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual. All reportable communicable diseases will be referred to the local health unit by the principal.
4. The decision to close schools due to communicable disease outbreaks is at the discretion of each school's administration. If desired, a committee may provide consultation on such decisions from the School Board and/or Communicable Disease Review Panel.
5. Communicable disease is a serious concern in the community. The infected individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local health unit.
6. A list of potential communicable diseases is available in the KCSA Policy Manual. Each communicable disease case will be judged on its individual merits and consequences.

## Appendix C: BUSING

### FREQUENTLY ASKED QUESTIONS

#### How does the Kalamazoo Christian Schools busing system(s) work?

- The school provides parents with the necessary transportation information, and it is the parents' responsibility for making sure their child knows the correct bus to ride both to and from school.
- For young and/or new bus riders parents should consider pinning a note with bus information to their child's backpack or shirt.
- Bus information is made available at the Back-to-School open houses.

#### What do parents need to know?

1. Which bus system--Kalamazoo Christian or Kalamazoo Public Schools--your child rides.
2. Bus numbers for both AM and PM bus routes.
3. If your child will be using the Shuttle or not. If so, parents will need to know Shuttle number(s).
4. The family's neighborhood bus stop location
5. The time of pickup and drop off.

#### What system does my child use?

- Kalamazoo Christian Schools utilizes two bus systems--Kalamazoo Christian and Kalamazoo Public Schools.
- Parents must know whether your child rides a Kalamazoo Christian or Kalamazoo Public bus.
- The bus a child rides is based on the child's residence.
  - If a child lives within the Kalamazoo Public School district, then he/she will ride a Kalamazoo Public School bus.
  - If a child lives outside the Kalamazoo Public School district, then he/she will ride a Kalamazoo Christian bus.

#### How does each system work?

1. **Kalamazoo Public Schools (KPS)**
  - a. In order to use the bus services, families must register during the enrollment process.
  - b. KPS buses usually do not begin running until after Labor Day.
  - c. KPS bus numbers, times, stops, and shuttle information is published as soon as it is available from KPS, usually during the first week of school.
  - d. Bus riders may need to remember up to four bus numbers.
  - e. Direct Routes
    - i. A few buses come directly to school and a few go directly home.
    - ii. For direct routes, a bus rider does not shuttle, and they need to know only the AM and PM bus, stop, and time.
    - iii. A direct route in the AM does not necessarily mean a direct route in the PM and vice versa.
  - f. Shuttle Routes
    - i. Most students living within the Kalamazoo Public School district will have to utilize a shuttle.
    - ii. In the morning, neighborhood buses will go to St. Monica School where children will transfer to a KPS shuttle bus to Kalamazoo Christian Elementary.
    - iii. Bus riders must know the correct shuttle bus number and system (Portage also shuttles).
    - iv. For afternoon transportation the process works in reverse: A KPS shuttle will bring children from Kalamazoo Christian Elementary to St. Monica School where they will transfer to their neighborhood bus.
    - v. Bus riders must know both their morning and afternoon neighborhood bus

numbers and both morning and afternoon shuttle numbers. Many parents find it helpful to write this information on a notecard to be stored in a child's backpack.

- vi. Parents of young children may wish to meet the bus the first day and connect with another family who lives nearby so their children can help each other navigate the system.

## 2. **Kalamazoo Christian Schools (KCS)**

- a. Families must register for the KCS bus service during the enrollment process.
- b. Route information will be sent to each registered family during the month of August, prior to the open house at school.
- c. Questions can be directed by phone (269-381-2044) to the Association office or by email to the Transportation Director, Lisa Bosch ([lbosch@kcsa.org](mailto:lbosch@kcsa.org)).

## 3. **Shuttles services between the 12th St. and Stadium Dr. campuses**

- a. Families must register for the KCS bus service during the enrollment process.
- b. KCS shuttle buses leave the 12th St. and the Stadium Dr. campuses at 7:35am each morning.
- c. In the afternoon, shuttle buses arrive at the 12th St. and Stadium Dr. campuses at 3:00pm.

### **How do I get in the system?**

Families bus registration is completed during the enrollment/re-enrollment process. Registration is not automatic and must be completed each year. Families wishing to utilize the bus services during the school year should contact the Association Office (269-381-2044) or Transportation Director, Lisa Bosch ([lbosch@kcsa.org](mailto:lbosch@kcsa.org)) to register.

### **Can I ride right away after registering?**

Students should not ride the bus until parents have received the correct bus numbers, times, and stops.

### **Can friends of a registered bus rider use the service on occasion?**

1. Yes, registered riders may have a friend accompany them on occasion. However, the guest rider must have a signed note from the parent which must be approved by the office staff.
2. Guest riders will only be allowed only if the bus has space.
3. Arrangements for guest bus riders should be made early. Students are discouraged from making calls during the school day to arrange for friend visits.

## **BUS CONDUCT AND DISCIPLINE PROCEDURE**

1. Conduct on the school buses (KCS and KPS) is expected to be the same as that in the classroom.
2. According to state law, the bus driver is the authority on the bus and all of the driver's instructions must be followed.
3. A student's parents will be contacted by the driver or building principal should there be a conduct and/or discipline infraction. Three infractions ordinarily results in a bus suspension determined by the driver and/or the building principal. Continued misconduct may result in a student losing all bus riding privileges.
4. The Kalamazoo Public School district may have their own codes of conduct and discipline procedures. If riding a KPS bus, KCS students are responsible for following the KPS policies and procedures.

## **BUS RIDER SAFETY RULES AND REGULATIONS**

### **At The Bus Stop**

1. Students should be at the bus stop five minutes before the designated time. Wait twenty minutes for the bus at pick-up time, if necessary.

2. Students must stay off roadways while waiting for the bus.
3. Students should maintain proper behavior at the bus stop by being respectful to others and their property.
4. Always cross in front of the bus at the driver's signal.
5. Students should go directly home from the bus stop after being dropped off in the afternoon.

### **On The Bus**

1. Students are to use the waste basket when they get on or get off the bus and not put paper or trash on the floor.
2. Remain seated while the bus is in motion.
3. Enter and leave the bus only at the front door except in case of emergency and at the direction of the driver.
4. Follow rules for courteous and correct classroom behavior.
5. Do not open windows without permission of the driver. Do not extend any part of the body out an open window.
6. Refrain from using profane, vulgar, or abusive language. Do not shout at passing persons or vehicles.
7. Students are not to be involved in hitting, kicking, or spitting while they are on the bus.
8. Avoid unnecessary noise.
9. Eating, drinking, smoking, lighting matches, or use of any illegal substance is prohibited on the bus.
10. Obscene literature is prohibited on the bus.
11. Sales or solicitation of any kind is prohibited on the bus.
12. Littering and throwing anything in or out of the bus is prohibited.
13. Animals of any kind are prohibited, except service animals
14. Weapons and unsafe items are prohibited on the bus, as is use of any item as a weapon or use in an unsafe way.
15. Do not damage the bus. Report any damage you observe to the driver.
16. Pay for and/or clean up any damage you cause to the bus.
17. Fighting, pushing and shoving are prohibited on the bus.
18. Students are to be absolutely quiet when the bus is at railroad tracks until the doors are closed.
19. Students will only be dropped off at their assigned stop. This will only be varied if the driver receives a signed note from the parent and the signature of the principal.
20. Follow the instructions of the driver.

## Appendix D: OTHER SCHOOL ORGANIZATIONS

### 1. Community In Prayer (CIP)

CIP is a prayer group which meets weekly in school, usually in the morning for about an hour. Their primary goal is to pray in detail and intercede for our students, staff, and school as a whole. Call school for details re meeting times and place.

### 2. Parents And Educators In Partnership (PEP)

PEP's mission is to support students and staff at the 12th St. campus. It is made up of parents and other volunteers who coordinate fund-raising, school community building, staff encouragement, and volunteer activities for our school. Funds raised go toward above budget expenditures for equipment and programs. Examples include intramurals, music, special assemblies, field trips, and classroom needs, etc. Some major activities sponsored are the annual magazine renewal/sale, carnival, Grandparents Day, Book Fair, and other various activities. A comprehensive volunteer opportunities sheet is provided to all parents at the start of each school year. Each family school wide is expected to be willing to volunteer for at least three items per year.

A governing board composed of representatives from each school level support group and KCSA representatives coordinates KCSA support group activities – particularly fundraising.

### 3. Young Life (YL) Club

Kalamazoo Christian High School (KCHS) is charged with equipping, inspiring, and challenging students to love and serve Jesus. However, the Christian school community's mission isn't simply limited to the classrooms; rather, it extends beyond the four walls of the classroom and into extracurricular activities.

After several years without a Young Life club here, KCHS is again partnering with Young Life and has re-established a club within the high school! Since 1941, Young Life has been dedicated to reaching out to young people to help them foster their relationships with Jesus. One primary way Young Life carries out its mission is by working with and within schools while "proclaiming the Gospel of Jesus Christ and introducing adolescents to Jesus Christ and helping them grow in their faith." To learn more about Young Life, please contact Mrs. Chenoweth ([achenoweth@kcsa.org](mailto:achenoweth@kcsa.org)).

**Appendix E: KALAMAZOO CHRISTIAN ELEMENTARY DISCIPLINE RUBRIC**

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
<p><b><u>LOWER LEVEL</u></b></p> <p>Teasing-name calling, insulting, gossiping, mean or rude gestures or other behaviors that degrade others as image bearers of God.</p> <p>Vulgarity/inappropriate language</p> <p>Pushing/aggressive behavior</p> <p>Unsportsmanlike behavior</p>	<p>Opportunity for apology</p>	<p>Write up</p> <p>One inside recess (send to the office)</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>One inside recess</p> <p>Opportunity for apology</p>
<p><b><u>MODERATE LEVEL</u></b></p> <p>Swearing (taking God's name in vain), other extreme offensive language</p> <p>Taunting, Ridiculing, Humiliating. Leaving/saying others can't join</p> <p>Defiance-refusal behavior directed toward teacher or supervisory staff</p>	<p>Parent call</p> <p>Write up</p> <p>One inside recess</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>Two inside recesses</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>Three inside recesses</p> <p>Opportunity for apology</p>
<p><b><u>SEVERE LEVEL</u></b></p> <p>Fight, hit, punch, kick, spit at, bite... (examples given but not limited to)</p> <p>Intimidation – threats of emotional or physical violence</p> <p>Stealing</p> <p>Vandalism or destruction of personal property</p> <p>Sexual/Ethnic Harassment</p>	<p>Parent call</p> <p>Write up</p> <p>2 inside recesses or 1 day suspension (admin. discretion)</p> <p>Opportunity for apology</p> <p>Restitution of property as appropriate</p>	<p>Parent call</p> <p>Write up</p> <p>Administrator &amp; parent conference</p> <p>1 week inside recesses or Suspension 1-3 days</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>Administrator &amp; parent conference</p> <p>Suspension 1 week Possible expulsion</p> <p>Referral to counseling</p> <p>Restitution of property as</p>

Alcohol/Drugs Weapons		Restitution of property as appropriate	appropriate
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- **Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories.**
- **Student age, attitude, and/or intentionality may affect level and severity of consequences – school discretion is maintained. During inside recesses students will be monitored in the office, and will normally be engaged in a reflection process that will help them accept responsibility, reflect on what went wrong, and identify alternatives.**
- **Level of consequences reverts to 'clean slate' at semester break for Lower and Moderate offense categories only. Exceeding three offenses in lower/moderate levels in any semester may result in a conference with parents and a possible individual behavior plan.**

**Appendix F: KALAMAZOO CHRISTIAN MIDDLE SCHOOL DISCIPLINE RUBRIC**

"For the body of Christ to be one body, all of God's children must be honored and respected."

I Corinthians 12

BEHAVIOR	1ST TIME	2ND TIME	3RD TIME	4TH TIME
<p><b>MINOR</b> Includes but is not limited to insults, derogatory remarks or name-calling, rude or inappropriate gestures, mean notes or tricks, intentional bumping, gossip or rumors</p>	<p>Inform the homeroom teacher. The teacher will talk with the student to insure that the student is aware of the behavior. The teacher will warn the student and will document the action.</p>	<p>Inform the homeroom teacher, who will document the action. The student will receive a noon detention.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. A copy will be sent home for a parent signature. The student will receive 1-3 noon detentions.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive 3-5 noon detentions.</p>
<p><b>MODERATE</b> Includes but is not limited to pushing or shoving, tripping, slapping, hitting, planned exclusion, directed profanity, sexual teasing, verbal threats</p>	<p>Inform the homeroom teacher, who will document the action. The student will receive a noon detention.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. A copy will be sent home for a parent signature. The student will receive 1-3 noon detentions.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive no less than 3 noon detentions &amp; no more than 1 in-house suspension day.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive 1-3 in-house suspension days.</p>
<p><b>SEVERE</b> Includes but is not limited to harassment, fighting,</p>	<p>Inform the homeroom teacher, who will document the action.</p>	<p>Inform the homeroom teacher, who will document the action.</p>	<p>Inform the homeroom teacher, who will document the action.</p>	<p>Inform the homeroom teacher, who will document the action.</p>

threats of physical violence, stealing, damage or destruction of property, repeated intimidation, physical violence	The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive a minimum of 1 in-house suspension days.	The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive a minimum of 2 in-house suspension days.	The student will bring the documentation to the principal. The principal will call the parent to come and remove the student. The student will receive a minimum of 2 out-of-school suspension days.	The student will bring the documentation to the principal. The principal will call the parent to come and remove the student. The student will receive an out-of-school suspension day & continued enrollment will be reviewed according to KCSA policy.
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MINOR - There is insufficient evidence or no evidence to determine that there was intent to be in a position of power or intimidation.

MODERATE - There is sufficient evidence to indicate that there was some intent to be in a position of power or intimidation.

SEVERE - There is sufficient evidence to indicate clear intent to use power or intimidation either of which would have the potential to cause physical or emotional harm.

CONSEQUENCES - All consequences must be considered, not in isolation, but with full consideration of any other behavior or performance issues for the student and also in the context of other KCSA student and family policies. In the case of severe behavior, civil law may supersede school intervention

**Signature Form**

We, \_\_\_\_\_,

and \_\_\_\_\_

and \_\_\_\_\_

and \_\_\_\_\_

and \_\_\_\_\_

have received and read the Kalamazoo Christian School Parent/Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Kalamazoo Christian School. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

**Please sign and return to the office at the Open House or to your child's teacher the first of school. Thank you.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_